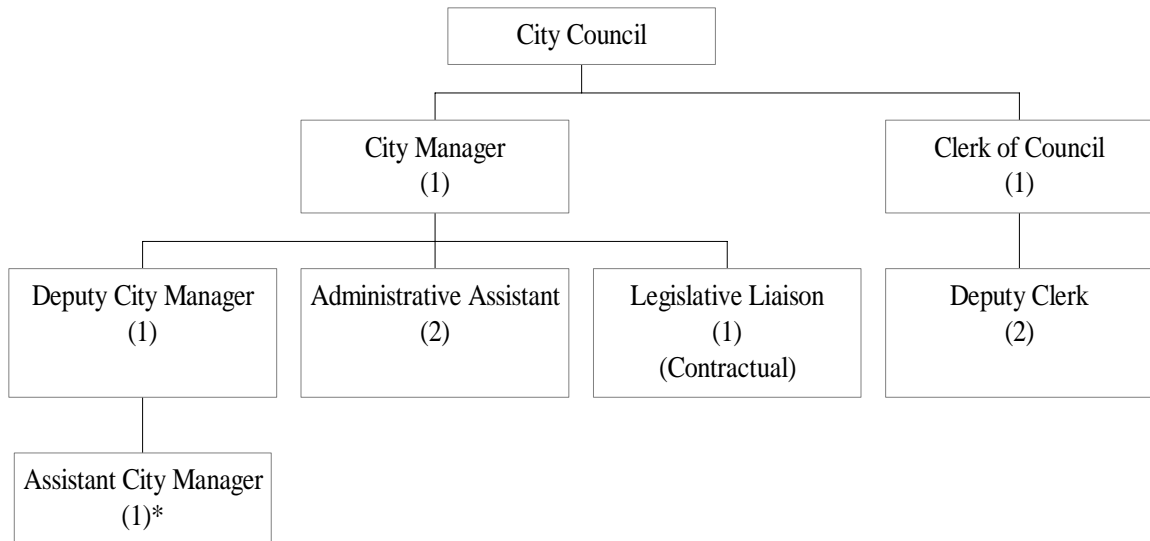




### Council Manager Offices



*\* Funding for this position deferred in FY 2003 and FY 2004*



**Council Manager Offices.** Consists of the City Council, Clerk of Council, City Manager and Legislative Liaison. The Council is the City's legislative body elected to accomplish City Charter-prescribed responsibilities. The Clerk is appointed by City Council to maintain and preserve the official records of City Council proceedings. The City Manager is the City's chief administrative officer who oversees the day to day operations of the City and who studies and proposes solutions for community needs and programs; prepares the annual budget; interprets City Council actions for operating departments, outside organizations, and citizens; and provides leadership in executing Council policies. The Legislative Liaison assists the City in developing the City's Legislative Agenda and promotes that agenda before the General Assembly.

**BUDGET SUMMARY**

	<b>*Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
<b>Position Summary</b>					
City Funded Positions	10	8	8	8	8
<b>Total FTE Positions</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Salaries</b>	533,648	440,534	457,134	455,202	455,202
<b>Employee Benefits</b>	143,931	108,653	108,653	112,393	112,393
<b>Contractual Services</b>					
Maintenance and Repair	375	0	0	0	0
Professional Services	0	67,620	67,680	80	80
Printing and Binding Services	427	1,500	3,130	2,130	2,130
Advertising and Public Relations Services	7,471	5,400	5,400	6,700	6,700
Miscellaneous Contractual Services	59,090	16,000	70	67,920	67,920
<b>Internal Services</b>					
Copier Services	7,587	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	6,673	10,565	11,167	10,620	10,020
Travel and Training	23,187	33,400	32,400	31,900	31,900
Telecommunications	4,193	5,316	4,716	4,480	4,480
Postage and Mailing	1,012	1,100	1,134	1,174	1,174
Dues & Memberships	35,506	38,902	38,902	44,990	44,278
Courtesies to Guests	4,902	2,500	940	1,000	1,000
Miscellaneous Supplies & Materials	31,206	880	880	800	800
<b>Capital Outlay</b>	701	0	0	0	0
<b>TOTAL</b>	<b>\$859,909</b>	<b>\$732,370</b>	<b>\$732,206</b>	<b>\$739,389</b>	<b>\$738,077</b>

\*Includes Fiscal Planning Budget

**Budget Description**

The Proposed FY 2004 Council/Manager budget of \$738,077 represents a 0.78% increase of \$5,707 as compared to the Adopted FY 2003 budget of \$732,370.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ 5% increase in Salaries to cover reclassification of one employee.
- ◆ Decrease in Professional/Contractual Services due to new Chart of Accounts reallocation of funds.
- ◆ Increase in advertising reflecting costs for legal notices.
- ◆ Increase in Dues & Memberships to cover costs for National League of Cities and TransDominion Express dues.
- ◆ \$800 in Minor Equipment Addition/Replacement for new printer to replace five year old printer.

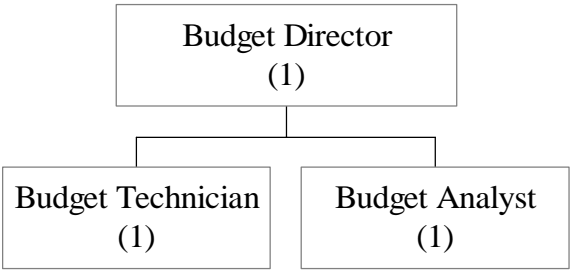
The department requested \$739,389.

Major items requested not proposed for funding include:

- ◆ \$600 reduction in Minor Equipment Addition/Replacement.



**Budget Office**





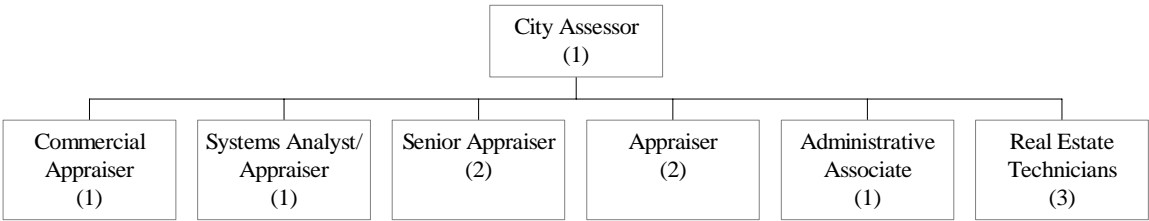
**Budget Office.** The City's annual operating budget and capital improvement program are the two most important financial documents for planning and managing City government affairs. This Office assists City departments, agencies and citizens with budget matters and questions; as well as preparing and managing both the operating budget and capital improvement programs. Also, the Office provides research, data compilation and various management reports related to budgetary matters.

**BUDGET SUMMARY**

<b>Budget Description</b>	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
The Proposed FY 2004 Budget Office budget of \$174,132 represents a 2.20% decrease of \$3,919 as compared to the Adopted FY 2003 budget of \$178,051.					
<b>Personnel (FTE)</b>					
City Funding Position					
City Funding Position changes introduced in the Requested FY 2004 budget include:			3	3	3
<b>Total FTE Positions</b>			<b>3</b>	<b>3</b>	<b>3</b>
<b>Salaries</b>					
\$2,000 increase in Minor Equipment to replace a six year old laptop.			3	3	3
\$3,700 decrease in Supplies and Materials due to Chart of Accounts reallocation of funds and savings.	\$114,972	\$126,288	\$126,288	\$126,282	\$126,282
<b>Employee Benefits</b>					
printing annual budget book.	35,087	36,188	36,188	37,870	37,870
<b>Contractual Services</b>					
The Department requested \$176,132.					
Printing and Binding Services	0	0	0	1,500	1,500
Advertising and Public Relations Services	536	0	0	0	0
Contractual Services - Software Purchases		1,000	1,000	0	0
<b>Internal Services</b>					
\$2,000 increase in Minor Equipment to replace a six year old laptop. Laptop replacement should be covered by Information Technology PC Replacement schedule.	5,050	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	6,333	8,500	9,247	4,800	2,800
Travel and Training	1,748	5,000	5,000	5,000	5,000
Telecommunications	0	50	50	50	50
Postage and Mailing	70	600	600	250	250
Dues & Memberships	0	225	225	230	230
Courtesies to Guests	0	200	200	150	150
Miscellaneous	575	0	0	0	0
<b>TOTAL</b>	<b>\$164,351</b>	<b>\$178,051</b>	<b>\$178,798</b>	<b>\$176,132</b>	<b>\$174,132</b>



**City Assessor**





**City Assessor.** Maintains and updates ownership and physical characteristic records for approximately 29,000 property parcels and provides assessments for the properties. New construction and additions to properties are recorded and valued by the appraisers. The City Assessor also administers the Land Use Program and the Rehabilitated Exemption Program. The office provides assistance to the public, other city departments, and various local, state and federal agencies. This division has a wealth of information and resources that are utilized by those in the real estate profession and related fields.

**BUDGET SUMMARY*****Budget Description***

The Proposed FY 2004 City Assessor budget of \$648,475 represents a 2.20% increase of \$13,975 as compared to the Adopted FY 2003 budget of \$634,500.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$8,452 increase in Salaries due to Appraisers qualifying for career ladder advancement.
- ◆ \$7,518 increase in Employee Benefits due to rising cost of health and dental insurance.
- ◆ \$570 decrease in Supplies & Materials achieved through cost saving measures.

The department requested \$649,900.

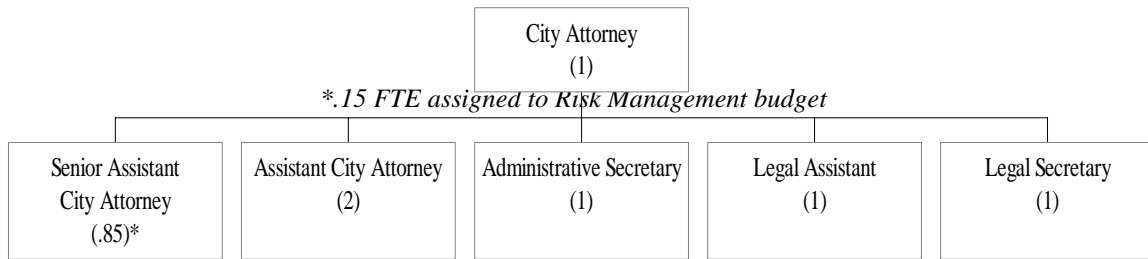
Major items requested not proposed for funding include:

- ◆ \$475 reduction in Office Supplies based on prior spending pattern.
- ◆ \$800 reduction in Minor Equipment based on prior spending pattern.
- ◆ \$150 reduction in Miscellaneous Other Charges based on year-to-date spending pattern.

Miscellaneous	8,727	2,700	2,700	2,700	2,550
Capital Outlay	14,298	0	0	0	0
<b>TOTAL</b>	<b>\$600,871</b>	<b>\$634,500</b>	<b>\$686,550</b>	<b>\$649,900</b>	<b>\$648,475</b>



**City Attorney**





**City Attorney.** Provides legal services to City Council, the City Manager, City departments and agencies as well as the Lynchburg School Board. Services include rendering formal and informal opinions; recommending appropriate legal changes in the City Code, regulations and policies; advising of changes in law which affect the City; drafting ordinances, resolutions, Charter revisions, proposed legislation, contracts, deeds, leases and other legal documents; handling real estate matters, including necessary title examinations, negotiations and closings; prosecuting and defending lawsuits on behalf of the City; supervising the City's Risk Management activities and the Self-Insurance Plan; reviewing bills which concern the City; and helping coordinate the activities of the City before the General Assembly.

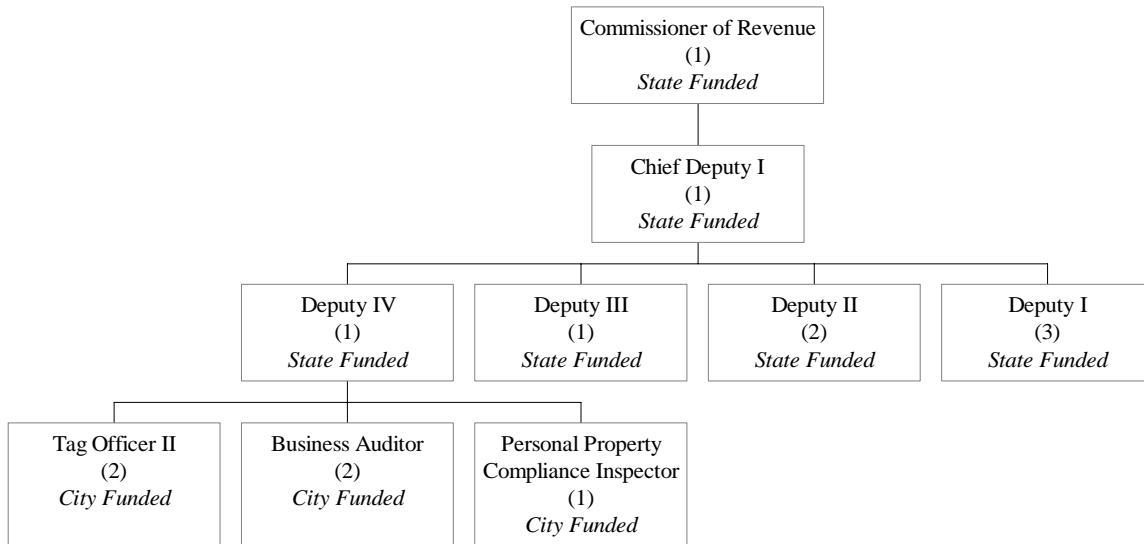
**BUDGET SUMMARY**

<i>Budget Description</i>	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
The Proposed FY 2004 City Attorney budget of \$475,136 represents a 7.06% decrease of \$36,093 as compared to the Adopted FY 2003 budget of \$511,229.					
City Funded Positions	7	7	7	7	7
<b>Total FTE Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Significant changes introduced in the Requested FY 2004 budget include:					
<b>Salaries</b> ♦ 8% increase to cover books and publications.	\$333,993	\$344,468	\$344,468	\$344,508	\$339,414
<b>Employee Benefits</b> ♦ \$33,200 reduction in Contractual Services due to removal of one time retainers fees.	\$6,376	\$9,631	\$9,631	\$98,010	\$98,010
<b>Contractual Services</b>					
Professional Services	3,000	36,200	41,200	3,000	3,000
<b>Internal Services</b>					
Copier Services		0	0	0	0
Major items requested not proposed for funding include:					
<b>Other Charges</b> ♦ \$2,903 reduction in Books & Subscriptions based on excessive prior spending pattern.	\$8,859	\$11,088	\$11,088		
Supplies and Materials	\$1,824	\$1,824	\$1,824	25,491	22,588
Travel and Training	6,700	8,369	8,369	8,369	8,369
Telecommunications	1,191	1,320	1,320	3,144	1,320
Postage and Mailing	292	408	408	544	450
Dues & Memberships	2,440	2,825	2,825	1,985	1,985
<b>Capital Outlay</b>	<b>0</b>	<b>1,900</b>	<b>1,900</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>\$466,048</b>	<b>\$511,229</b>	<b>\$516,229</b>	<b>\$485,051</b>	<b>\$475,136</b>





**Commissioner of Revenue**





**Commissioner of Revenue.** A State Constitutional Office. Elected by City residents, the Commissioner assesses personal property, machinery/tools, business/professional licenses, bank stock tax, public service corporations, meals, lodging, amusement and income taxes. The Commissioner prepares and audits State income tax returns, administers tax relief for the elderly, furnishes information on local and State tax issues, and maintains the automotive decal file.

## BUDGET SUMMARY

**Budget Description**

The Proposed FY 2004 Commissioner of Revenue budget of \$609,386 represents a 2.97% decrease of \$18,629 as compared to the Adopted FY 2003 budget of \$628,015.

No significant changes were introduced in the Requested FY 2004 budget.

The department requested \$636,270.

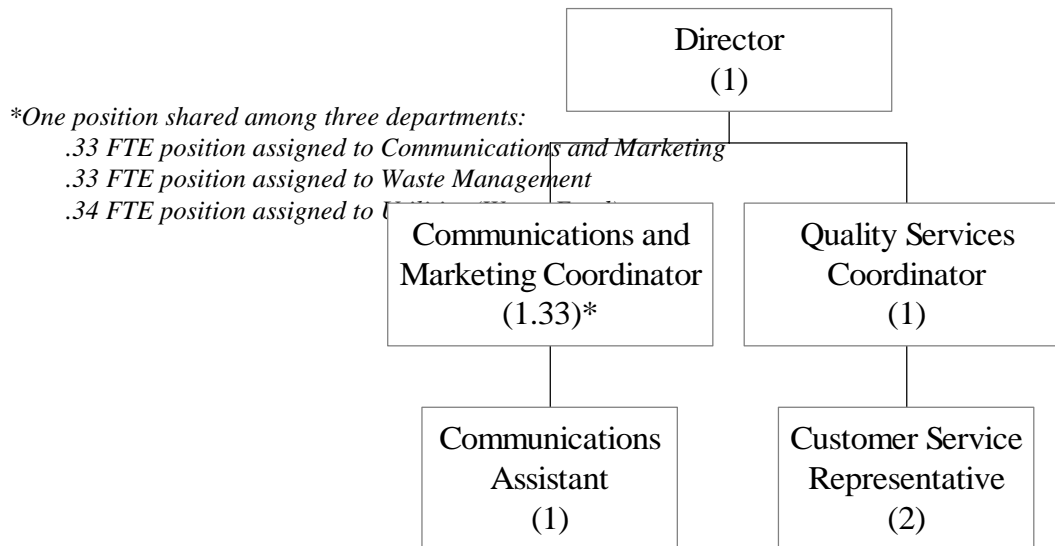
Major items requested not proposed for funding include

- ◆ \$26,884 reduction in Salaries reflecting the budgeting of a vacant position at zero.

Miscellaneous Contractual Services	11,550	2,500	2,500	0,000	0,000
<b>Internal Services</b>					
Information Technology	92	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	22,886	16,075	16,075	16,975	16,975
Travel and Training	5,913	4,000	4,000	4,000	4,000
Telecommunications	1,832	2,040	2,040	2,040	2,040
Postage and Mailing	20,170	21,300	21,300	20,700	20,700
Dues & Memberships	680	300	300	300	300
Miscellaneous	0	0	49,897	0	0
<b>Rentals and Leases</b>	7,502	5,241	5,241	5,241	5,241
<b>Capital Outlay</b>	20,025	1,500	1,500	0	0
<b>TOTAL</b>	<b>\$631,074</b>	<b>\$628,015</b>	<b>\$690,970</b>	<b>\$636,270</b>	<b>\$609,386</b>
Less Revenues from the Commonwealth	(\$170,448)	(\$173,423)	(\$157,087)	(\$173,423)	(\$173,423)
<b>TOTAL CITY COST</b>	<b>\$460,626</b>	<b>\$454,592</b>	<b>\$533,883</b>	<b>\$462,847</b>	<b>\$435,963</b>



**Communications and Marketing**  
*(including Citizens First Customer Service Center)*





**Communications and Marketing.** Focuses on proactive communication with City Council, citizens, employees, and others. Efforts are concentrated on communication counseling and assistance for departments and staff, media relations as well as neighborhood, business, Internet/Intranet, Cable Channel 6 and employee communications.

**Citizens First Customer Service Center.** The mission of the Center is to ensure that each citizen interaction results in satisfaction through the provision of accurate, timely and easily understood information. The Center assists with the collection and analysis of statistical data regarding citizens needs, organizational response and overall satisfaction levels to ensure a high quality of service delivery.

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>					
City Funded Positions	6	6.33	6.33	6.33	6.33
<b>Total FTE Positions</b>	<b>6</b>	<b>6.33</b>	<b>6.33</b>	<b>6.33</b>	<b>6.33</b>
<b>Salaries</b>	\$252,735	\$275,994	\$275,994	\$278,791	\$276,751
<b>Employee Benefits</b>	66,955	64,850	64,850	67,735	67,865
<b>Contractual Services</b>					
Maintenance and Repair	0	0	0	9,260	3,135
Printing and Binding Services	7,560	4,000	4,000	4,675	4,675
Advertising and Public Relations Services	8,475	11,000	11,000	11,250	2,250
Miscellaneous Contractual Services	27,577	34,550	34,550	10,100	5,000
<b>Internal Services</b>	1,382	0	0	0	0
<b>Other Charges</b>					
Miscellaneous Grant/Capital/Welfare	20,616	0	0	0	0
Supplies and Materials	14,663	7,704	7,704	11,013	7,444
Travel and Training	1,503	5,000	5,000	7,780	6,930
Telecommunications	4,782	4,296	4,296	4,265	3,390
Postage and Mailing	407	465	465	465	465
Dues & Memberships	1,425	770	770	1,088	770
Courtesies to Guests	2,607	3,296	3,464	3,458	3,458
Miscellaneous	6,373	5,000	5,000	6,000	6,000
<b>TOTAL</b>	<b>\$417,060</b>	<b>\$416,925</b>	<b>\$417,093</b>	<b>\$415,880</b>	<b>\$388,133</b>

***Marketing and Communications Budget Description***

The Proposed FY 2004 Communications & Marketing budget of \$388,133 represents a 6.91% decrease of \$28,792 as compared to the Adopted FY 2003 budget of \$416,925.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$1,000 decrease in Printing & Binding achieved through savings in production of employee newsletter.
- ◆ \$214 increase in Supplies & Materials for software upgrade.
- ◆ \$187 decrease in Telecommunications achieved through elimination of one cell phone and removal of one phone line.
- ◆ \$10 increase in Postage & mailing reflecting rising United States Postal Service rates.
- ◆ \$318 increase in Dues & Memberships for national and local PRSA memberships.
- ◆ \$162 increase in Courtesies to Guests.
- ◆ \$1,000 increase in Miscellaneous Expenses reallocated for Council/City Manager initiatives.
- ◆ \$9,260 increase in Maintenance & Repair reflecting reallocation of funds from Miscellaneous Contractual Services.
- ◆ \$1,675 increase in Printing & Binding reflecting reallocation of funds from Miscellaneous Contractual Services. Funds are included for printing of brochures, envelopes, cards, forms, envelopes, etc.
- ◆ \$250 increase in Advertising & Public Relations for replacement of Customer Service promotional materials.
- ◆ \$3,095 increase in Supplies & Materials to adequately fund general office supplies and materials, performance measurement periodicals and publications, and audiovisual supplies.
- ◆ \$2,780 increase in Travel & Training for customer service workshops, conferences, training materials.
- ◆ \$156 increase in Telecommunications more accurately reflects projected expenses.
- ◆

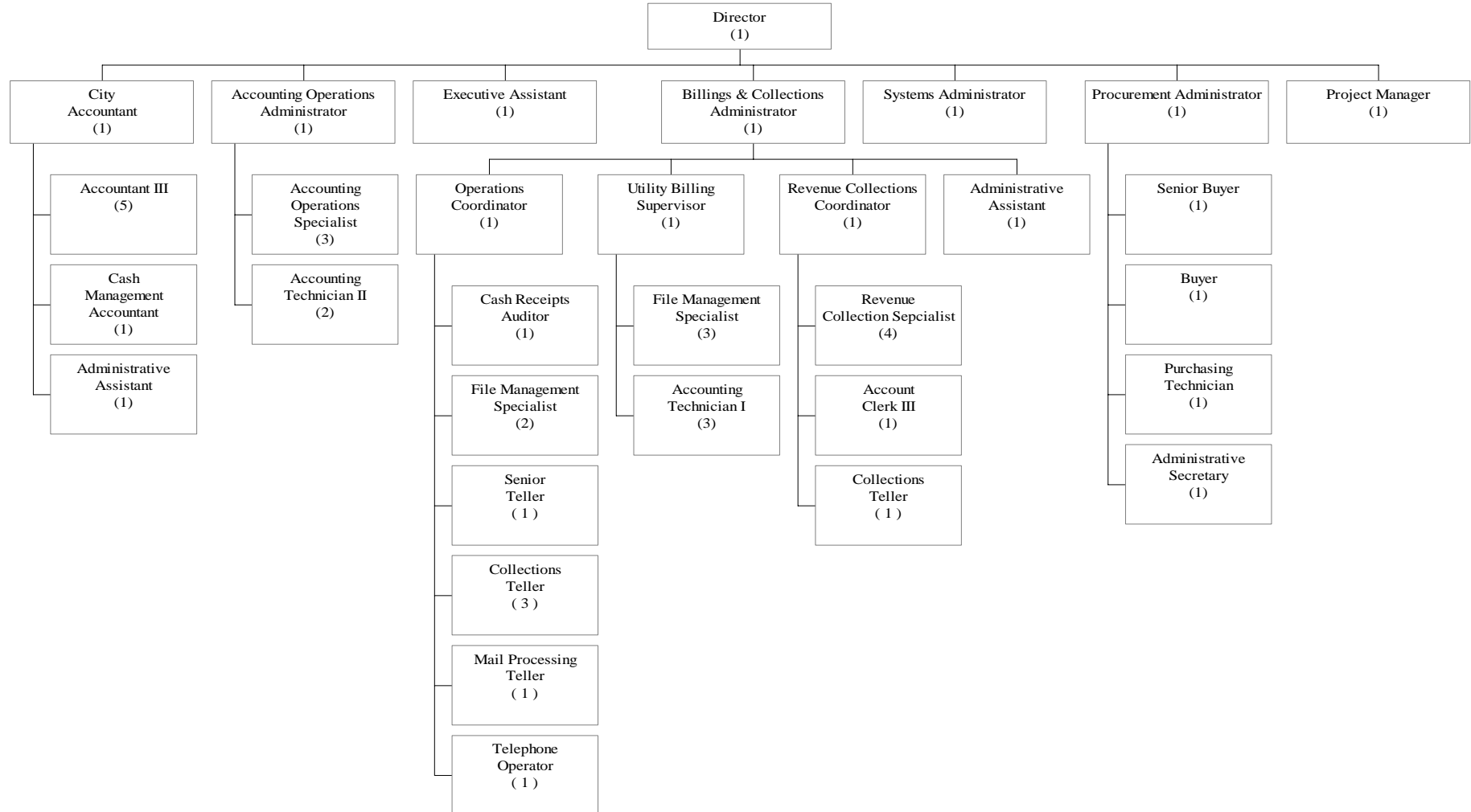
The department requested \$415,880.

Major items requested not proposed for funding include:

- ◆ \$4,000 reduction in Advertising based on prior spending.
- ◆ \$329 reduction in Office Supplies based on prior spending.
- ◆ \$300 for a digital camera.
- ◆ \$318 reduction in Dues & Memberships based on prior spending.
- ◆ \$5,000 for web site redesign.
- ◆ \$2,000 for Citizen's Academy.
- ◆ \$2,850 reduction in Office Supplies based on prior spending.
- ◆ \$1,090 reduction in Books & Subscriptions based on prior spending pattern.
- ◆ \$850 reduction in Training based on prior spending pattern.
- ◆ \$875 reduction in Telecommunications based on prior spending pattern.
- ◆ \$2,040 reduction in Wage due to lack of justification for wage increase.
- ◆ \$6,125 for software pending Information Technology department research and evaluation.
- ◆ \$5,100 reduction reflecting reallocation of employee lunch to Non-Departmental.



### Financial Services





**Financial Services.** Comprised of the Office of the Director, Accounting Division, Billings & Collections Division and the Procurement Division.

## DEPARTMENT BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	45	46	46	47	49
<b>Total FTE Positions</b>	<b>45</b>	<b>46</b>	<b>46</b>	<b>47</b>	<b>49</b>
<b>Salaries</b>	\$1,510,799	\$1,625,219	\$1,631,930	\$1,614,933	\$1,625,589
<b>Employee Benefits</b>	463,723	470,013	470,697	493,252	512,919
<b>Contractual Services</b>					
Maintenance and Repair	16,888	31,883	35,658	13,777	13,277
Professional Services	10,103	85,700	40,500	40,500	40,500
Temporary Personnel	15,072	30,144	30,144	39,144	39,144
Printing and Binding Services	37	0	0	0	0
Advertising and Public Relations Services	705	1,857	1,857	2,857	1,657
Miscellaneous Contractual Services	18,547	7,314	76,031	71,308	63,526
<b>Internal Services</b>					
Copier Services	9,276	0	0	0	0
Fleet Service	(1,230)	0	0	0	0
Information Technology	119,122	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	89,147	115,728	108,052	102,396	117,255
Travel and Training	29,153	38,405	40,207	47,485	36,455
Telecommunications	5,884	6,520	6,520	6,486	6,486
Postage and Mailing	144,209	207,615	207,615	170,831	169,730
Inventory Expenses	0	0	0	5,000	0
Dues & Memberships	3,254	2,830	2,830	3,205	2,415
Courtesies to Guests	0	0	0	420	420
Miscellaneous	776	0	11,719	17,200	0
<b>Rentals and Leases</b>	935	24,929	24,929	19,327	19,327
<b>Capital Outlay</b>	49,813	0	31,887	0	0
<b>TOTAL</b>	<b>\$2,486,213</b>	<b>\$2,648,157</b>	<b>\$2,720,576</b>	<b>\$2,648,121</b>	<b>\$2,648,700</b>



**Financial Services – Office of the Director.** Responsible for the overall planning, leadership and guidance to the Department strategically and operationally. In addition, long-range financial planning, debt management, and coordination of the annual audit are major responsibilities of the Office of the Director.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	2	3	3	4	4
<b>Total FTE Positions</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>
<b>Salaries</b>	\$123,716	\$174,347	\$174,347	\$223,626	\$223,626
<b>Employee Benefits</b>	33,300	47,249	47,249	62,902	62,902
<b>Contractual Services</b>					
Maintenance and Repair	95	125	125	125	125
Professional Services	0	5,000	5,000	5,000	5,000
Printing and Binding Services	37	0	0	0	0
<b>Internal Services</b>					
Copier Services	429	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	691	695	695	895	500
Travel and Training	4,806	4,205	4,205	11,295	9,140
Telecommunications	5	100	100	100	100
Postage and Mailing	161	50	50	50	50
Dues & Memberships	541	845	845	1,000	800
<b>TOTAL</b>	<b>\$163,781</b>	<b>\$232,616</b>	<b>\$232,616</b>	<b>\$304,993</b>	<b>\$302,243</b>

**Financial Services Budget Description**

The Proposed FY 2004 Financial Services – Director budget of \$302,243 represents a 29.93% increase of \$69,627 as compared to the Adopted FY 2003 budget of \$232,616.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$49,288 increase in Salaries due to reallocation of System Administrator position to this Division from the Accounting Division.
- ◆ \$15,655 increase in Employee Benefits due to reallocation of System Administrator position to this Division from the Accounting Division.
- ◆ \$200 increase in Supplies & Materials to support System Administrator.
- ◆ \$7,090 increase in Travel & Training for System Administrator.
- ◆ \$155 for Dues & Memberships for System Administrator.

The department requested \$304,993.

Major items requested not proposed for funding include:

- ◆ \$395 reduction in Subscriptions based on historical spending pattern.
- ◆ \$2,155 reduction in Training.
- ◆ \$200 reduction in Dues & Memberships





**Financial Services – Accounting Division.** Administers the financial, payroll, accounts payable and fixed assets systems and processes for all funds, the largest of which is the General Fund. The Division also prepares financial analysis for City Council, Administration and Departments, as well as required reports for Federal/State/Local and other regulatory agencies, auditors, private sector financial entities and the citizenry. In addition, the Division accounts for Federal and/or State funded grants/projects; performs cash management/investment functions; administers the debt portfolio; and compiles all the information necessary to complete the annual independent audit.

**BUDGET SUMMARY**

	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
<b>Position Summary</b>					
City Funded Positions	16	15	15	14	15
<b>Total FTE Positions</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>15</b>
<b>Salaries</b>	\$633,498	\$634,213	\$639,800	\$574,424	\$564,248
<b>Employee Benefits</b>	185,468	173,434	173,861	166,894	172,248
<b>Contractual Services</b>					
Maintenance and Repair	0	0	0	1,000	500
Professional Services	0	74,000	30,000	30,000	30,000
Temporary Personnel	1,426	0	0	0	0
Miscellaneous Contractual Services	15,258	0	68,219	68,000	56,000
<b>Internal Services</b>					
Copier Services	5,135	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	31,216	21,123	21,123	22,914	22,654
Travel and Training	14,572	20,000	20,000	22,940	17,000
Telecommunications	2,374	2,328	2,328	2,325	2,325
Postage and Mailing	6,524	7,500	7,500	7,568	7,568
Dues & Memberships	737	1,230	1,230	1,840	1,250
<b>TOTAL</b>	<b>\$896,208</b>	<b>\$933,828</b>	<b>\$964,061</b>	<b>\$897,905</b>	<b>\$873,793</b>



***Financial Services – Accounting Division Budget Description***

The Proposed FY 2004 Financial Services – Accounting Division budget of \$873,793 represents a 6.43% decrease of \$60,035 as compared to the Adopted FY 2003 budget of \$933,828.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$59,789 decrease in Salaries due to reallocation of Systems Administrator position to Financial Services – Director budget.
- ◆ \$6,540 decrease in Benefits due to reallocation of Systems Administrator.
- ◆ \$1,000 increase in Maintenance & Repairs for computers and printers.
- ◆ \$44,000 decrease in Professional Services reflecting realignment of Banking Services.
- ◆ \$68,000 increase in Contractual Services reflecting safekeeping fees, banking services and software vendor programming charges.
- ◆ \$1,791 increase in Supplies & Materials for forms.
- ◆ \$2,940 increase in Travel & Training.
- ◆ \$610 increase in Dues & Memberships.

The department requested \$897,905.

Major items requested not proposed for funding include:

- ◆ \$260 for letterhead.
- ◆ \$30,810 reduction achieved through replacing two Wage positions with 1 FTE.
- ◆ \$779 reduction in Employee Benefits achieved by replacing two Wage positions with 1 FTE.
- ◆ \$5,940 reduction in Training due to reallocation of Systems Administrator position.
- ◆ \$590 in Dues & Memberships based on prior year spending pattern.
- ◆ \$12,000 reduction in IT Contractual Services.



**Financial Services – Billings & Collections Division.** Primarily responsible for the billing and collection, both current and delinquent, of substantially all City revenues. This division provides for the billing and collection of real estate taxes, personal property taxes, business license taxes, water and sewer bills, parking tickets, delinquent ambulance bills, vehicle decals, trash tags and a variety of other revenues due the City.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>					
City Funded Positions	24	24	24	24	26
<b>Total FTE Positions</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>26</b>
<b>Salaries</b>	\$619,118	\$647,102	\$648,226	\$647,025	\$689,593
<b>Employee Benefits</b>	208,612	203,902	204,159	215,945	232,051
<b>Contractual Services</b>					
Maintenance and Repair	16,793	31,758	35,533	11,652	11,652
Professional Services	10,103	6,700	5,500	5,500	5,500
Temporary Personnel	13,646	30,144	30,144	39,144	39,144
Advertising and Public Relations Services	325	1,857	1,857	1,357	1,357
Miscellaneous Contractual Services	2,506	2,314	2,314	3,308	7,526
<b>Internal Services</b>					
Information Technology	119,122	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	52,757	83,510	72,991	66,387	83,600
Travel and Training	4,878	6,200	6,200	6,200	5,200
Telecommunications	2,028	2,342	2,342	2,261	2,261
Postage and Mailing	136,662	198,365	198,365	161,113	161,113
Dues & Memberships	1,856	335	335	365	365
Miscellaneous	707	0	11,719	17,200	0
<b>Rentals and Leases</b>	935	2,429	2,429	2,657	2,657
<b>Capital Outlay</b>	46,734	0	31,887	0	0
<b>TOTAL</b>	<b>\$1,236,782</b>	<b>\$1,216,958</b>	<b>\$1,254,001</b>	<b>\$1,180,114</b>	<b>\$1,242,019</b>

**Financial Services Budget Description**

The Proposed FY 2004 Financial Services – Billings and Collections Division budget of \$1,242,019 represents a 2.02% increase of \$25,061 as compared to the Adopted FY 2003 budget of \$1,216,958.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$30,000 decrease in Postage & Mailing achieved through bulk mail contract.
- ◆ \$1,620 decrease in Telecommunications charges achieved through elimination of Verizon costs.
- ◆ \$3,907 decrease in printing cost for Real Estate, Personal Property & Water Bills achieved through in-house printing.

The department requested \$1,180,114.

Major items requested not proposed for funding include:

- ◆ \$2,818 reduction in Overtime funds based on historical costs.

Additional changes introduced in the Proposed FY 2004 budget include:

- ◆ The addition of two Utility Billing positions for Solid Waste Program.



**Financial Services – Procurement Division.** Provides a full range of service to internal and external customers in the acquisition of goods and services, including construction and professional services, recordation and disposition of City owned surplus property, provides mail services to City departments and maintains City Hall copiers.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>					
City Funded Positions	3	4	4	4	4
<b>Total FTE Positions</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Salaries</b>	\$134,467	\$169,557	\$169,557	\$169,858	\$148,122
<b>Employee Benefits</b>	36,343	45,428	45,428	47,511	45,718
<b>Contractual Services</b>					
Maintenance and Repair	0	0	0	1,000	1,000
Advertising and Public Relations Services	380	0	0	1,500	300
Miscellaneous Contractual Services	783	5,000	5,498	0	0
<b>Internal Services</b>					
Fleet Service	(1,230)	0	0	0	0
Copier Services	3,712	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	4,483	10,400	13,243	12,200	10,500
Travel and Training	4,897	8,000	9,802	7,050	5,115
Telecommunications	1,477	1,750	1,750	1,800	1,800
Postage and Mailing	862	1,700	1,700	2,100	1,000
Inventory Expenses	0	0	0	5,000	0
Dues & Memberships	120	420	420	0	0
Courtesies to Guests	0	0	0	420	420
Miscellaneous	69	0	0	0	0
<b>Rentals and Leases</b>	0	22,500	22,500	16,670	16,670
<b>Capital Outlay</b>	3,079	0	0	0	0
<b>TOTAL</b>	<b>\$189,442</b>	<b>\$264,755</b>	<b>\$269,898</b>	<b>\$265,109</b>	<b>\$230,645</b>



***Financial Services – Procurement Division Budget Description***

The Proposed FY 2004 Financial Services – Procurement Division budget of \$230,645 represents a 12.88% decrease of \$34,110 as compared to the Adopted FY 2003 budget of \$264,755.

No significant changes were introduced in the Requested FY 2004 budget. Line item amounts differ from FY 2003 due to new Chart of Accounts.

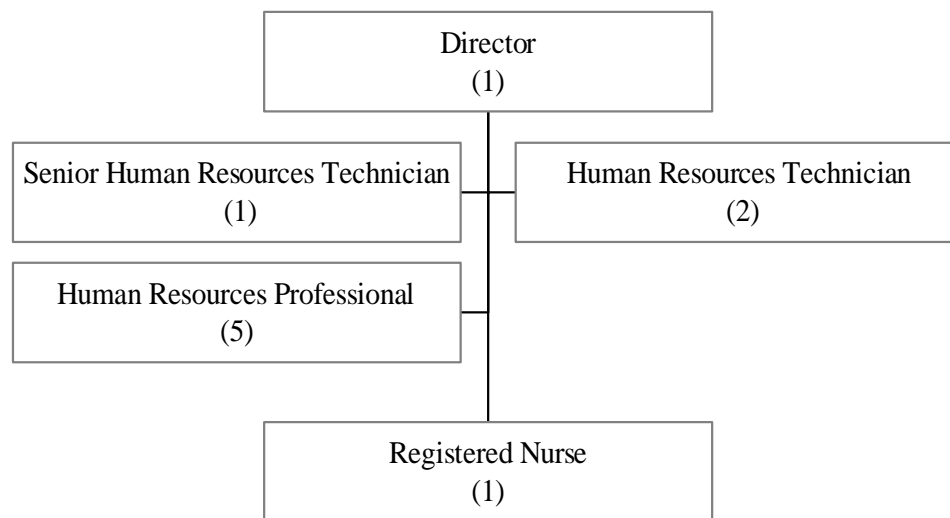
The department requested \$265,109.

Major items requested not proposed for funding include:

- ◆ 21,736 reduction in Wage funding.
- ◆ \$1,793 reduction in Employee Benefits due to elimination of Wage position.
- ◆ \$1,200 reduction in Advertising based on historical spending pattern.
- ◆ \$21,00 reduction in Forms & Stationery, Office Supplies and Books based on historical spending pattern.
- ◆ \$1,600 reduction in Minor Equipment based on historical spending pattern.
- ◆ \$250 reduction in Mileage Reimbursement.
- ◆ \$1,685 reduction in Training.
- ◆ \$1,800 reduction in Postage based on historical costs.



### Human Resources and Occupational Health





**Human Resources.** Provides a full range of human resource services for internal and external customers. Services include recruitment and placement, compensation, benefits management, human resources information system development and maintenance, employee relations, employee and management counseling, training and employee development.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	9	9	9	9	9
<b>Total FTE Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Salaries</b>	\$383,915	\$399,541	\$399,541	\$407,946	\$407,946
<b>Employee Benefits</b>	132,777	140,565	140,565	117,186	117,186
<b>Contractual Services</b>					
Maintenance and Repair	0	75	75	275	100
Medical	(2,495)	0	0	0	0
Printing and Binding Services	1,006	0	0	0	0
Advertising and Public Relations Services	1,501	1,000	1,000	0	0
Miscellaneous Contractual Services	23,440	37,596	38,336	6,300	6,300
<b>Internal Services</b>					
Copier Services	1,047	1,120	1,120	0	0
<b>Other Charges</b>					
Supplies and Materials	13,674	12,150	16,610	12,625	11,725
Travel and Training	11,646	6,872	6,872	6,563	3,363
Telecommunications	1,470	1,542	1,542	1,500	1,500
Postage and Mailing	2,930	3,200	3,200	3,000	3,000
Dues & Memberships	1,933	893	893	800	800
Other - Special Events	17,431	1,200	61	0	0
<b>Rentals and Leases</b>	3,696	3,786	6,786	3,000	3,000
<b>Capital Outlay</b>	1,270	500	0	0	0
<b>TOTAL</b>	<b>\$595,241</b>	<b>\$610,040</b>	<b>\$616,601</b>	<b>\$559,195</b>	<b>\$554,920</b>

**Budget Description**

The Proposed FY 2004 Human Resources budget of \$554,920 represents a 9.04% decrease of \$55,120 as compared to the Adopted FY 2003 budget \$610,040.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$62,351 reallocated to Non-Departmental
- ◆ \$3,00 reduction in lease expenses
- ◆ \$1,120 in copier expenses reallocated of to Procurement Division.
- ◆ \$10,408 increase in Salaries and Benefits due to restructuring of five positions.
- ◆ \$4,644 increase in Benefits reflecting rising health and dental insurance costs.
- ◆ \$700 increase in order to purchase a fax machine rather than continuing existing lease agreement.

The department requested \$559,195.

Major items requested not proposed for funding include:

- ◆ \$175 reduction in Mechanical Maintenance based on prior spending.
- ◆ \$900 reduction in Office Supplies based on prior spending.
- ◆ \$3,200 reduction in Training & Conference based on prior spending.



**Human Resources Occupational Health.** Provides onsite medical services to employees. The services include the initial assessment and treatment of work injuries, pre-employment and periodic physical exams, pre-employment and random drug and alcohol screening, treatment of minor personal illnesses, follow-up treatment and vaccinations. The program links medical care with the City's benefit and safety programs to help manage costs and provide effective services to employees.

**BUDGET SUMMARY**

	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
<b>Position Summary</b>					
City Funded Positions	1	1	1	1	1
<b>Total FTE Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Salaries</b>	\$50,564	\$56,898	\$56,898	\$55,458	\$55,458
<b>Employee Benefits</b>	12,275	12,485	12,485	12,932	12,932
<b>Contractual Services</b>					
Maintenance and Repair	0	300	300	300	300
Professional Services	38,529	56,005	59,005	48,425	48,425
Miscellaneous Contractual Services	1,893	3,000	0	0	0
<b>Other Charges</b>					
Supplies and Materials	4,829	5,525	8,025	5,125	5,025
Travel and Training	3,210	1,500	0	1,800	1,600
Telecommunications	365	932	432	402	402
Dues & Memberships	370	800	800	400	400
Other	231	500	0	0	0
<b>TOTAL</b>	<b>\$112,266</b>	<b>\$137,945</b>	<b>\$137,945</b>	<b>\$124,842</b>	<b>\$124,542</b>

**Budget Description**

The Proposed FY 2004 Human Resources Occupational Health budget of \$124,542 represents a 9.72% decrease of \$13,403 as compared to the Adopted FY 2003 budget \$137,945.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$10,580 decrease in Contractual Services based on past spending.
- ◆ \$400 decrease in Dues & Memberships achieved through reducing membership to only one employee.
- ◆ \$50 decrease in Supplies & Materials due to non-recurring equipment purchase in FY 2003.

The department requested \$124,842.

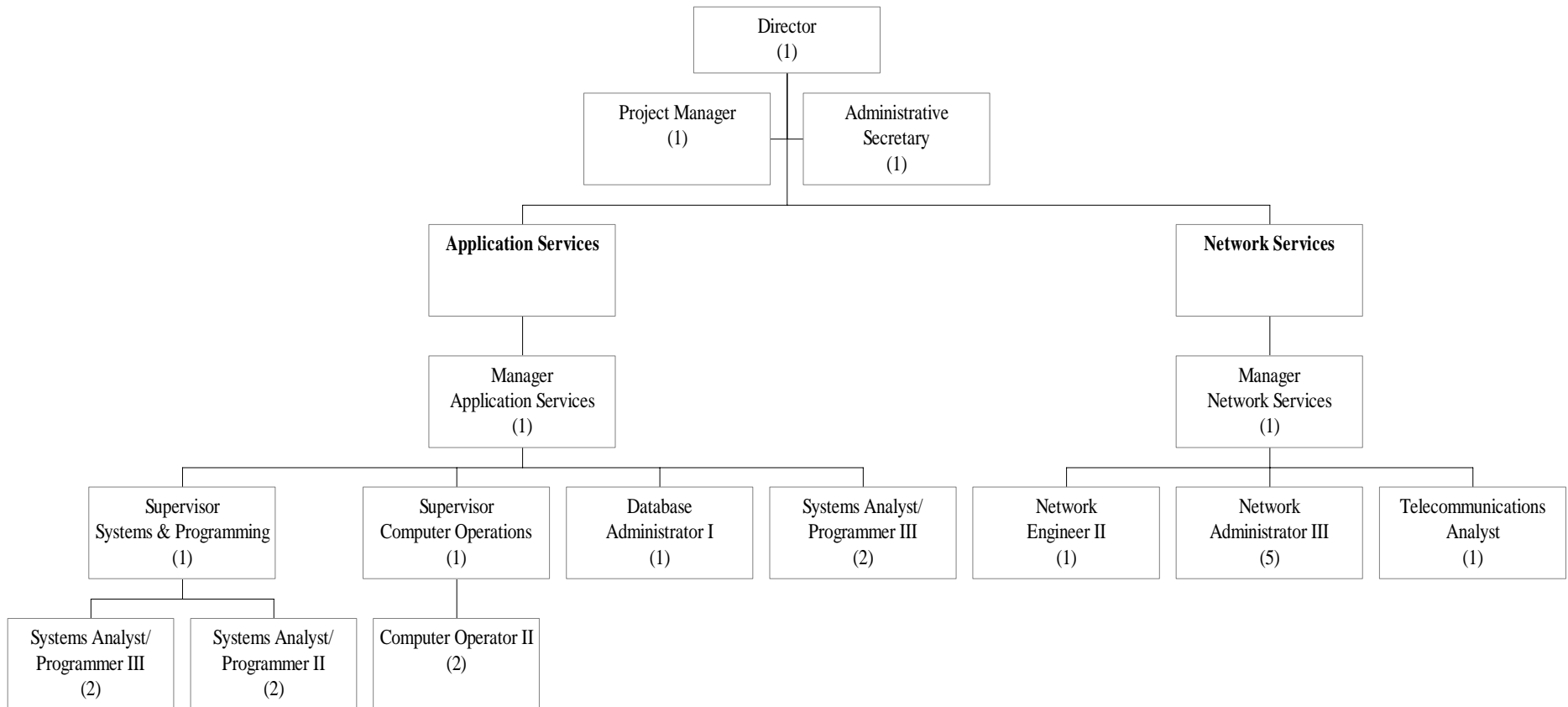
Major items requested not proposed for funding include:

- ◆ \$100 reduction for food services.
- ◆ \$200 reduction in Mileage Reimbursement based on prior spending.





### Information Technology





**Information Technology.** Comprised of three operating divisions (Administration, Application Services, and Network Services) and two sub-departments (Personal Computer Replacement and I. T. Projects).

## DEPARTMENT BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	22	23	23	24	23
<b>Total FTE Positions</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>23</b>
<b>Salaries</b>	\$1,065,905	\$1,177,736	\$1,177,736	\$1,210,030	\$1,168,030
<b>Employee Benefits</b>	304,600	321,752	321,752	344,601	331,997
<b>Contractual Services</b>					
Maintenance and Repair	36,673	72,682	86,442	266,191	261,191
Professional Services	49,060	25,000	0	5,000	5,000
Advertising and Public Relations Services	840	500	500	900	900
Miscellaneous Contractual Services	150,910	206,900	255,393	217,900	168,200
<b>Internal Services</b>					
Copier Services	529	150	150	0	0
Fleet Services	1,139	956	956	988	988
<b>Other Charges</b>					
Supplies and Materials	25,933	44,800	295,653	335,269	309,275
Travel and Training	40,100	58,500	58,550	73,000	57,150
Telecommunications	42,607	71,210	71,210	78,553	78,313
Postage and Mailing	202	850	850	854	575
Dues & Memberships	0	500	500	1,650	1,650
<b>Rentals and Leases</b>	0	0	2,400	6,600	2,400
<b>Buildings</b>	0	0	0	5,000	0
<b>Capital Outlay</b>	202,129	243,000	0	10,000	0
<b>TOTAL</b>	<b>\$1,920,627</b>	<b>\$2,224,536</b>	<b>\$2,272,092</b>	<b>\$2,556,536</b>	<b>\$2,385,669</b>
Less Revenues from Schools Fund	(\$85,152)	(\$85,152)	(\$85,152)	(\$86,082)	(\$86,082)
Less Revenues from Water Fund	0	0	0	(73,167)	(73,167)
Less Revenues from Sewer Fund	0	0	0	(73,167)	(73,167)
<b>TOTAL CITY COST</b>	<b>\$1,835,475</b>	<b>\$2,139,384</b>	<b>\$2,186,940</b>	<b>\$2,324,120</b>	<b>\$2,153,253</b>



**Information Technology – Administration Division.** Provides management and administration for the department, project management, and coordination with external groups to advance the partnership with Ntelos in the business community.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	2	3	3	3	3
<b>Total FTE Positions</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Salaries</b>	\$118,096	\$177,525	\$177,525	\$176,540	\$176,540
<b>Employee Benefits</b>	32,591	48,070	48,070	48,465	48,465
<b>Contractual Services</b>					
Maintenance and Repair	369	0	0	0	0
Professional Services	27,935	20,000	0	5,000	5,000
Miscellaneous Contractual Services	336	500	48,993	500	500
<b>Internal Services</b>					
Copier Services	0	50	50	0	0
<b>Other Charges</b>					
Supplies and Materials	2,103	4,300	1,900	2,575	1,525
Travel and Training	5,013	10,000	10,000	10,000	8,400
Telecommunications	423	240	240	450	250
Postage and Mailing	10	150	150	200	200
Dues & Memberships	0	0	0	550	550
<b>Rentals and Leases</b>	0	0	2,400	2,400	2,400
<b>TOTAL</b>	<b>\$186,876</b>	<b>\$260,835</b>	<b>\$289,328</b>	<b>\$246,680</b>	<b>\$243,830</b>

**Budget Description**

The Proposed FY 2004 Information Technology – Administration Division budget of \$243,830 represents a 6.52% decrease of \$17,005 as compared to the Adopted FY 2003 budget of \$260,835.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$14,000 net reduction in contract services and other incidentals.

The department requested \$246,680.

Major items requested not proposed for funding include:

- ◆ \$750 for employee recognition and awards.
- ◆ \$300 reduction in Minor Equipment based on estimated cost of PDAs.
- ◆ \$1,000 in Mileage Reimbursement based on prior year spending.
- ◆ \$600 in Meals & Lodging based on prior year spending.
- ◆ \$200 reduction for cell phones based on prior year spending.



**Information Technology – Application Services Division.** Provides business process and technical services to the users of the City's computer systems. Services include operational support, system specification and procurement, system management, system customization, programming, training, troubleshooting, and consulting.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	12	12	12	13	12
<b>Total FTE Positions</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>12</b>
<b>Salaries</b>	\$539,514	\$568,837	\$567,835	\$560,306	\$560,306
<b>Employee Benefits</b>	155,878	157,699	158,701	162,991	162,991
<b>Contractual Services</b>					
Maintenance and Repair	35,000	45,682	152,082	160,191	136,191
Advertising and Public Relations Services	840	500	500	500	500
Miscellaneous Contractual Services	39,507	106,400	200	40,600	40,600
<b>Internal Services</b>					
Copier Services	529	100	100	0	0
<b>Other Charges</b>					
Supplies and Materials	16,660	21,700	21,500	25,190	22,250
Travel and Training	9,973	18,000	18,000	24,500	18,250
Telecommunications	6,985	1,020	1,020	1,049	1,049
Postage and Mailing	102	200	200	150	150
<b>Capital Outlay</b>	8,651	0	0	0	0
<b>TOTAL</b>	<b>\$813,639</b>	<b>\$920,138</b>	<b>\$920,138</b>	<b>\$975,477</b>	<b>\$942,287</b>
Less Revenues from Water Fund	*	*	*	(\$73,167)	(\$73,167)
Less Revenues from Sewer Fund	*	*	*	(\$73,167)	(\$73,167)
<b>TOTAL CITY COST</b>	<b>\$813,639</b>	<b>\$920,138</b>	<b>\$920,138</b>	<b>\$829,143</b>	<b>\$795,953</b>

**Budget Description**

The Proposed FY 2004 Information Technology – Application Services Division budget of \$942,287 represents a 2.35% increase of \$22,149 as compared to the Adopted FY 2003 budget of \$920,138.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Increase in support fees charged by New World System.
- ◆ Increase in support fees charged by IBM.
- ◆ Inclusion of fees to support new products requested by customers.
- ◆ Reduction in Salaries resulting from retirement of long-term employees.

The department requested \$975,477.

Major items requested not proposed for funding include:

- ◆ \$24,000 for New World System module supporting “Net to Gov” based on project’s key stakeholders’ prioritization.
- ◆ \$1,200 reduction in Office Supplies based on prior year spending.
- ◆ \$1,740 for new desks and chairs.
- ◆ \$250 in Mileage Reimbursement based on prior year spending.
- ◆ \$6,000 in Training based on prior year spending.



**Information Technology – Network Service Division.** Provides services to engineer and operate the City's local and wide area networks. This includes managing and supporting all of the communications devices and services along with the software required to provide these networks. Other services provided and supported include e-mail, Internet access, remote network access, application-specific server operation, desktop user support, hardware and software standards, and centralized purchasing of the City's personal computers.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>					
City Funded Positions	8	8	8	8	8
<b>Total FTE Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Salaries</b>	\$408,295	\$431,374	\$431,374	\$431,184	\$431,184
<b>Employee Benefits</b>	116,131	115,983	115,983	120,541	120,541
<b>Contractual Services</b>					
Maintenance and Repair	1,304	27,000	40,760	88,800	88,800
Professional Services	21,125	5,000	0	0	0
Advertising and Public Relations Services	0	0	0	400	400
Miscellaneous Contractual Services	111,067	100,000	100,000	17,000	17,000
<b>Internal Services</b>					
Fleet Services	1,139	956	956	988	988
<b>Other Charges</b>					
Supplies and Materials	7,170	18,800	38,376	23,804	23,500
Travel and Training	25,114	30,500	30,550	36,500	30,500
Telecommunications	35,199	69,950	69,950	74,614	74,614
Postage and Mailing	90	500	500	504	225
Dues & Memberships	0	500	500	1,100	1,100
<b>Capital Outlay</b>	50,528	17,000	0		0
<b>TOTAL</b>	<b>\$777,162</b>	<b>\$817,563</b>	<b>\$828,949</b>	<b>\$795,435</b>	<b>\$788,852</b>
Less Revenues from Schools Fund	(\$85,152)	(\$85,152)	(\$85,152)	(\$86,082)	(\$86,082)
<b>TOTAL CITY COST</b>	<b>\$692,010</b>	<b>\$732,411</b>	<b>\$743,797</b>	<b>\$709,353</b>	<b>\$702,770</b>

**Budget Description**

The Proposed FY 2004 Information Technology – Network Services Division budget of \$788,852 represents a 3.51% decrease of \$28,711 as compared to the Adopted FY 2003 budget of \$817,563.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Reduction in software maintenance costs achieved through elimination of selected software.
- ◆ Reduction in network equipment costs achieved through replacement of infrastructure and aging equipment.

The department requested \$795,435.

Major items requested not proposed for funding include:

- ◆ \$304 reduction for Books/Subscriptions based on prior year spending.
- ◆ \$2,000 reduction in airfare expenses based on prior year spending.
- ◆ \$4,000 in Training based on prior year spending.
- ◆ \$279 reduction in Postage based on prior year spending.



**Information Technology – Personal Computer Replacement Budget.** Provides the funding for annual replacement of the City's standard office desktop computers. Replacements are made every 3 years.

**BUDGET SUMMARY**

	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
<i>Other Charges</i>					
Supplies and Materials	\$0	\$0	\$233,677	\$226,000	\$226,000
<i>Capital Outlay</i>	142,950	226,000	0	0	0
<b>TOTAL</b>	<b>\$142,950</b>	<b>\$226,000</b>	<b>\$233,677</b>	<b>\$226,000</b>	<b>\$226,000</b>

**Budget Description**

The Adopted FY 2004 Information Technology – Personal Computer Replacement budget of \$226,000 represents no change from the Adopted FY 2003. Changes in line item are the result of new Chart of Accounts.

The department requested \$226,000.

All items requested are proposed for funding.



**Information Technology – I. T. Projects Budget.** The I.T. Projects budget provides the funding for large projects that are either new initiatives or system replacements. Established for better accounting of major City information technology projects. The following projects are scheduled for FY 2004:

**Imaging System.** Implementation of an imaging system in the City Attorney Office, Human Resources and Fire Departments.

**Remote Devices for Inspections.** Implementation of a system that will enable City Building Inspectors to access and update inspections-related data remotely.

**Personal Property Tax System Replacement.** A project to replace the in-house developed Personal Property Tax System with a commercial off-the-shelf product.

**Work Management System.** The first of two phases of work to replace the Work Management System in Public Works. The project will benefit all Public Works Divisions including Utilities, Waste Management, Streets, Engineering and Buildings & Grounds. The cost for this project is shared equally between the General Fund, Water Fund, Sewer Fund and Solid Waste Management Fund.

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	0	0	0	1	0
<b>Total FTE Positions</b>	0	0	0	1	0
<b>Personal Services</b>	\$0	\$0	\$0	\$42,000	\$0
<b>Employee Benefits</b>	0	0	0	12,604	0
<b>Contractual Services</b>	0	0	0		
Maintenance and Repair	0	0	0	17,200	12,200
Miscellaneous Contractual Services	0	0	0	159,800	134,100
<b>Other Charges</b>	0	0	0		
Supplies and Materials	0	0	0	57,700	36,000
Travel and Training	0	0	0	2,000	0
Telecommunications	0	0	0	2,440	0
<b>Rentals and Leases</b>	0	0	0	4,200	2,400
<b>Buildings</b>	0	0	0	5,000	0
<b>Capital Outlay</b>	0	0	0	10,000	0
<b>TOTAL</b>	\$0	\$0	\$0	\$312,944	\$184,700

**Budget Description**

The Adopted FY 2004 Information Technology – Projects budget of \$184,700 represents a 100% from the Adopted FY 2003.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ The introduction of this budget to better account for major City information technology projects.

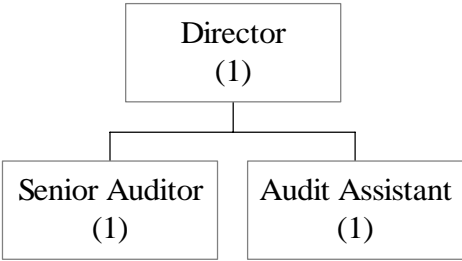
The department requested \$312,944.

Major items requested not proposed for funding include:

- ◆ \$128,244 reduction in the imaging project.



**Internal Audit**







**Internal Audit.** Provides an independent cost and process evaluation of City programs and functions, as directed by the City Council and the City Manager, and audits or evaluates City finances, policy, and operations. Also manages the City's independent financial audit.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	3	3	3	3	3
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Salaries</b>	\$135,915	\$136,976	\$136,976	\$136,968	\$136,968
<b>Employee Benefits</b>	39,416	38,758	38,758	40,314	40,314
<b>Contractual Services</b>					
Professional Services	83,838	83,672	83,072	83,072	83,072
Printing and Binding Services	0	0	1,600	1,600	1,600
<b>Internal Services</b>					
Copier Services	389	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	6,032	3,876	2,876	2,876	1,936
Utilities	0	771	771	0	0
Travel and Training	7,701	6,453	6,453	6,453	3,300
Telecommunications	0	0	0	771	771
Postage and Mailing	0	450	450	450	450
Dues & Memberships	0	870	870	870	870
<b>TOTAL</b>	<b>\$273,291</b>	<b>\$271,826</b>	<b>\$271,826</b>	<b>\$273,374</b>	<b>\$269,281</b>

**Budget Description**

The Proposed FY 2004 Internal Audit budget of \$269,281 represents 0.94% decrease of \$2,545 as compared to the Adopted FY 2003 budget of \$271,826.

No significant changes were introduced in the Requested FY 2004 budget.

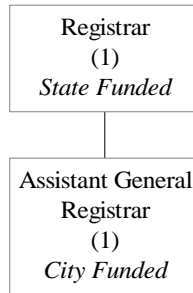
The department requested \$273,374.

Major items requested not proposed for funding include:

- ◆ \$140 reduction in Office Supplies based on historical costs.
- ◆ \$800 reduction in Books/Subscriptions based on historical costs.
- ◆ \$200 reduction in Mileage Reimbursement based on historical costs.
- ◆ \$2,953 reduction in Training based on historical costs.



**Registrar and Electoral Board**





**Registrar and Electoral Board.** A State mandated activity. Appointed by the Board of Elections, the Registrar maintains the active voter list, arranges facilities for voter registration and voting, and conducts elections. Two general elections are scheduled in FY 2004 including the November Election and the May Council Election.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
City Funded Positions	1	1	1	1	1
State Funded Positions	1	1	1	1	1
<b>Total FTE Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Salaries</b>	\$89,862	\$84,117	\$84,117	\$84,152	\$84,152
<b>Employee Benefits</b>	23,684	21,717	21,717	22,716	22,716
<b>Contractual Services</b>					
Advertising and Public Relations Services	286	750	750	500	500
Miscellaneous Contractual Services	1,635	2,500	2,500	2,500	2,500
<b>Internal Services</b>					
Copier Services	189	500	500	0	0
<b>Other Charges</b>					
Supplies and Materials	3,391	1,500	1,500	2,500	2,500
Travel and Training	8,875	1,300	1,300	1,300	100
Telecommunications	1,502	267	312	0	300
Postage and Mailing	5,112	4,000	4,000	4,000	4,000
Dues & Memberships	25	50	50	50	50
Board Remuneration	(808)	0	0	0	0
Other	345	500	688	0	0
<b>Rentals and Leases</b>	800	600	600	600	600
<b>Capital Outlay</b>	0	500	500	0	0
<b>TOTAL</b>	<b>\$134,898</b>	<b>\$118,301</b>	<b>\$118,534</b>	<b>\$118,318</b>	<b>\$117,418</b>
Less Revenues from the Commonwealth	(\$40,640)	(\$38,248)	(\$38,248)	(\$40,425)	(\$0)
<b>TOTAL CITY COST</b>	<b>\$94,258</b>	<b>\$80,053</b>	<b>\$80,286</b>	<b>\$77,893</b>	<b>\$117,418</b>

**Budget Description**

The Proposed FY 2004 Registrar budget of \$117,418 represents a 0.75% decrease of \$883 as compared to the Adopted FY 2003 budget of \$118,301.

Significant changes introduced in the Requested FY2004 budget include:

- ◆ 8% reduction in locality reimbursement from the State Board of Elections. This represents a \$40,425 reduction in reimbursement for the Registrar's salary.

The department requested \$118,318.

Major items requested not proposed for funding include:

- ◆ \$900 reduction in Meals & Lodging based on historical costs.
- ◆ \$300 reduction in Training & Conferences based on historical costs.

Additional changes introduced in the Proposed FY 2004 budget include:

- ◆ \$300 for Telephone Services accidentally omitted in Requested FY 2004 budget.



**Electoral Board.** Consists of three members appointed by the Circuit Court Judge. Members are appointed for staggered three-year terms and are responsible for overseeing general and primary elections and ensuring the maintenance of the voting machines. The Electoral Board will also canvas the vote following an election to gather demographic data and other information pertinent to the election.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Contractual Services</b>					
Maintenance and Repair	\$0	\$1,500	\$1,500	\$1,500	\$1,500
Miscellaneous Contractual Services	39,433	16,000	16,000	32,000	32,000
<b>Internal Services</b>					
Information Technology	0	350	350	350	350
<b>Other Charges</b>					
Supplies and Materials	469	2,500	2,500	3,900	2,400
Travel and Training	696	3,500	3,500	3,500	100
Telecommunications	0	800	800	800	800
Postage and Mailing	60	2,000	2,000	1,000	1,000
Dues & Memberships	0	50	50	50	50
Other	3,054	9,696	9,696	9,696	9,696
<b>Rentals and Leases</b>	0	850	850	0	0
<b>Capital Outlay</b>	0	400	400	0	0
<b>TOTAL</b>	<b>\$43,712</b>	<b>\$37,646</b>	<b>\$37,646</b>	<b>\$52,796</b>	<b>\$47,896</b>
Less Revenues from the Commonwealth	(\$9,696)	(\$9,696)	(\$9,696)	(\$8,921)	(\$8,921)
<b>TOTAL CITY COST</b>	<b>\$34,016</b>	<b>\$27,950</b>	<b>\$27,950</b>	<b>\$43,875</b>	<b>\$38,975</b>

**Budget Description**

The Proposed FY 2004 Electoral Board budget of \$47,896 represents a 21.40% increase of \$10,250 as compared to the Adopted FY 2003 budget of \$37,646.

Significant changes introduced in the Requested FY2004 budget include:

- ◆ 8% reduction in locality reimbursement from the State Board of Elections. This represents a \$775.68 reduction in reimbursement for the Electoral Board stipend.

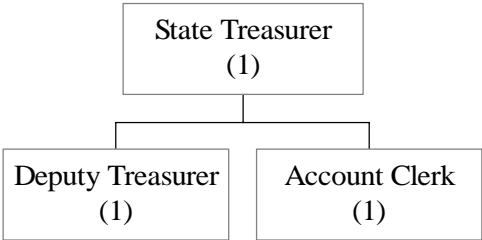
The department requested \$52,796.

Major items requested not proposed for funding include:

- ◆ \$1,500 reduction in Forms and Stationery based on historical costs.
- ◆ \$400 reduction in Mileage Reimbursement based on historical costs.
- ◆ \$2,550 reduction in Meals & Lodging based on historical costs.
- ◆ \$450 for Training and Conferences based on historical costs.



**State Treasurer**





**State Treasurer.** A State Constitutional Office, housed by the City, elected by City residents, the State Treasurer pays jurors and collects State income tax, estimated State income tax, capital tax, and State license fees as well as issues State cigarette stamps.

**BUDGET SUMMARY**

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Position Summary</b>					
State Funded Positions	3	3	3	3	3
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Salaries</b>	\$99,195	\$99,197	\$99,197	\$92,950	\$92,950
<b>Employee Benefits</b>	31,461	31,718	31,718	26,142	26,142
<b>Other Charges</b>					
Supplies and Materials	691	1,066	1,066	3,900	1,000
Travel and Training	1,371	1,500	1,500	450	150
Telecommunications	626	295	295	900	295
Postage and Mailing	669	1,000	1,000	400	400
Dues & Memberships	0	175	175	300	175
<b>Rentals and Leases</b>	9,501	9,861	9,861	0	0
<b>Capital Outlay</b>	413	0	0	0	0
<b>TOTAL</b>	<b>\$143,927</b>	<b>\$144,812</b>	<b>\$144,812</b>	<b>\$125,042</b>	<b>\$121,112</b>
Less Revenues from the Commonwealth	(\$101,703)	(\$101,703)	(\$101,703)	(\$93,918)	(\$93,918)
<b>TOTAL CITY COST</b>	<b>\$42,224</b>	<b>\$43,109</b>	<b>\$43,109</b>	<b>\$31,124</b>	<b>\$27,194</b>

**Budget Description**

The Proposed FY 2004 State Treasurer budget of \$121,112 represents a 16.37% decrease of \$23,700, as compared to the Adopted FY 2003 budget of \$144,812.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Account Clerk III position not funded currently due to State budget cuts. Reduced salary amount will be transferred to wage and office expenses.

The department requested \$125,042.

Major items requested not proposed for funding include:

- ◆ \$200 reduction in Forms & Stationery based on historical costs.
- ◆ \$700 reduction in Office Supplies based on historical costs.
- ◆ \$200 reduction in Mileage Reimbursement based on historical costs.
- ◆ \$100 reduction in Training & Conferences based on historical costs.
- ◆ \$605 reduction in Telephone Services based on historical costs.
- ◆ \$125 reduction in Dues & Memberships based on historical costs.
- ◆ \$2,000 reduction in Minor Equipment/Tools based on historical costs.